

**Job Title: Civil Engineer****Department:** Public Works**Immediate Supervisor:** Assistant Director of Public Works**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Provide quality customer service while assuring that all future construction is built per Town Code and Ordinances, MAG, Engineering Standards, and other applicable State guidelines.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Reviews construction plans including single family house site plans; commercial and industrial grading, drainage, paving and site work plans; subdivision plats; water, sewer, storm drainage, grading, paving and landscaping improvement plans; public works plans, specifications and cost estimates; right-of-way and easement acquisition and abandonment, and project management, when required.
2	L	May perform other duties including surveying, civil design, permit processing, civil drafting, data collection for traffic studies, construction contract management, storm water management program, materials testing, quantity measurements on construction projects, construction inspections, and related technical duties.
3	L	Conducts field inspections including reviewing justification of grading, drainage, pipelines, paving, concrete work, landscaping, and utility modifications.
4	S	Evaluates engineering reports and data and prepares development stipulations.
5	S	Provides staff support to the Planning & Zoning Commission, Town Council, and other regulatory agencies.
6		Other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Civil Engineering or related engineering degree.
Experience	Minimum of two years municipal civil engineering experience preferred.
Certifications and Other Requirements	EIT preferred or ability to obtain EIT within first year of employment. Possession of a valid Arizona Driver's License for a minimum of two years with a good driving record required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and understand civil engineering terminology.
Math	Ability to perform complex construction computations.
Writing	Ability to prepare special engineering studies and reports and general correspondence.
Managerial	Capable of meeting plan review deadlines and department assignments.
Budget Responsibility	Position has no budgetary responsibility.
Supervisory / Organizational Control	Position has no supervisory responsibility.
Complexity	Work is widely varied relative to Public Works.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Construction site meetings
Sitting	F	Reviewing plans
Walking	O	Construction site field inspections
Lifting	R	Plans and files
Carrying	R	Files, office supplies, plans
Pushing/Pulling	R	Equipment
Reaching	R	For supplies and plans
Handling	F	Plans
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad
Kneeling	O	Field inspections
Crouching	O	Field inspections
Crawling	N	N/A
Bending	O	Field inspections
Twisting	R	From drafting table to telephone
Climbing	O	Field inspections
Balancing	O	Field inspections
Vision	C	Plan review, field inspections
Hearing	C	Communicating with personnel, general public and on telephone
Talking	F	Communicating with personnel, general public and on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Town vehicle, computer, copy machine, calculator, transit level

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe boots, hard hat, and other safety equipment required at building sites.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)